

JOB OPPORTUNITY BULLETIN



CLASSIFICATION: Senior Information Systems Analyst (Supervisor)

PENDING FREEZE EXEMPTION APPROVAL

POSITION NUMBER: 811-123-1340-001

LOCATION: Sacramento

BULLETIN RELEASE DATE: April 17, 2003

FINAL FILING DATE: Until Filled

MONTHLY SALARY: \$4,958 - \$6,026

DUTIES/RESPONSIBILITIES:

Under the general direction of the Deputy Director, Administrative and Program Support Services, the Senior Information Systems Analyst (Supervisor) serves as manager of the Information Technology Unit. The incumbent is responsible for planning, directing, supervising and evaluating the work of subordinate staff in supporting the Office of Environmental Health Hazard Assessment's (OEHHA) electronic information processing systems. Incumbent must be familiar with administrative principles, organization and management; electronic information processing systems equipment, software, and practices; analytical techniques; and technical report writing. The incumbent also advises the Deputy Director and other OEHHA management and staff on appropriate strategies and tactics related to the acquisition and use of information technology. This position directly supervises two Staff Information Systems Analysts (Specialist); one Associate Information Systems Analyst (Specialist); and one Information Systems Technician. Please see duty statement for specific duties.

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Ability to effectively communicate with all levels of staff, external business clientele and control agencies.
- Provide direction, leadership and have the ability to plan organize and coordinate complex projects.
- Ability to analyze administrative and technical problems involving information technology.
- Should have strong supervisory skills and be able to manage people and projects effectively.
- Should possess knowledge of Windows 95/98, Microsoft Office 97, Wide Area Network (WAN), PAC Bell Internet, Novell NetWare, Local Area Networks (LAN), Ethernet Network, MS Internet Explorer, Netscape, Group Wise E-mail, SAA Gateway, CALSTARS, HRIS, and Windows 98/NT/2000 workstation and server operating systems.

WHO SHOULD APPLY: State employees currently employed in the above classification, persons with current list, transfer or reinstatement eligibility, and state employees currently identified as surplus or on the SROA list.

SUBMIT APPLICATIONS: Office of Environmental Health Hazard Assessment
Administrative and Program Support Services
P.O. Box 4010
Sacramento, CA 95812-4010

Physical Location: 1001 I Street

CONTACT PERSON: Janet Rennert

TELEPHONE NUMBER (916) 323-4762

ATSS 8-473-4762

ALL APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED CANDIDATES WILL BE INTERVIEWED.

The Office of Environmental Health Hazard Assessment is an Equal Employment Opportunity Employer – equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.